



San Jose Charter Academy  
 PTO Minutes  
 January 14, 2019- 6:00p - 7:00p  
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Melody Alvarado	N	Volunteer Coordinator	Diane Sanchez	Y
1st Vice President - Fundraising	Mary Hernandez	Y	Events Coordinator	Sandra Chavez	Y
2nd Vice President - Membership & Publicity	Open	--	Parliamentarian /SJCA Principal	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep #1	Cassie Schaefer	Y
Treasurer	Esperanza Luna	Y	Teacher/Staff Rep #2	Lauren Mejia	Y
Member at Large #1	Katrina Pacheco	Y	Member at Large #2	Kennya Diaz	Y

1. Meeting Called to Order - **6:04pm**
2. Number of parents in attendance: **2**
3. Quorum present: **Yes**
4. Review minutes from December 10th - **Approved with no changes**
5. Reimbursements/Disbursements:
  - a. **Scholastics - Book Fair - Ck # 1313 \$2,801.25**
    - i. **Total was \$7,164.79 - \$5, 043.93 credit card sales and \$,2801.25 was cash**
    - ii. **\$3,582.40 will be awarded in scholastic dollars. - 20% will go to the book club**
6. President Update:
  - a. Welcome - **Happy New Year!**
7. 1st Vice President Fundraising/Sponsorships Update:
  - a. **Smencils - Next Friday fundraiser we will be selling smencils. They come 500 in a box. We would like to order 1000 - 500 hearts and 500 sports. The cost is \$600.**
    - i. **Mary motioned to approve the purchase of 1000 Smencils at \$600 total - one box of 500 hearts and one box of 500 sports. Vanessa second. All in Favor - Aye 8 - Nay 0 - Abstain 0; Motion approved.**



San Jose Charter Academy  
PTO Minutes  
January 14, 2019 - 6:00p - 7:00p  
Location: SJCA Elementary Cafeteria

- b. **Limo Lunch - This is the second time the limo was late. This time it was late by 1.5 hours. We should possibly look at another solution.**
8. 2nd Vice President Membership/Publicity Update:
- a. Elections are coming up - we will have the following positions up for re-election:
    - i. 1st Vice President - Fundraising (2 yr)
    - ii. 2nd Vice President - Membership & Publicity (1 yr)
    - iii. Secretary (2 yr)
    - iv. Treasurer (2 yr)
    - v. Member at Large #1 (2 yr)
  - b. **Melody and Sandra have notified the board that they will not be able to complete their terms. Two more positions are up for elections.**
    - i. **President (1yr)**
    - ii. **Events Coordinator (1 yr)**
    - iii. **By-laws need updating for elections about new roles and positions**
      - 1. **Article IV – Officers/Elections -section 2 & 3**
  - c. Membership -
    - i. Emails sent to all teachers with extra PTO Membership money
      - 1. Boomer, Haffey - 1st grade
        - a. Boomer said to apply to a family
      - 2. Gamboa, Tombrello - 2nd grade - **100%**
      - 3. Patterson - 4th grade
        - a. Patterson said to apply to a family
      - 4. Sutter - 5th grade
        - a. Sutter said to apply to one of her families; money applied
      - 5. Tang - 6th grade
      - 6. Woo - 8th grade
        - a. Woo gave recommendation; money applied
      - 7. Carter (\$25), Quezada - Kinder
        - a. Carter gave recommendation; money applied
    - ii. 100% Membership - 3 classes - Entire 7th Grade is at 100%
      - 1. Sherred 6th - 100%



San Jose Charter Academy  
PTO Minutes  
January 14, 2019 - 6:00p - 7:00p  
Location: SJCA Elementary Cafeteria

2. Schreck 7th - 100%
  3. Mejia 7th - 100%
  4. **Tombrello 2nd - 100%**
- iii. Parties for **4** classes
    1. Date - TDB
9. Treasurer
- a. **No update**
10. Volunteer Coordinator Update:
- a. **ASB Meeting - Diane and Kenya attended.**
    - i. **They would like a PTO presence at their assemblies**
    - ii. **Flyers and posters to be placed in and around on JA**
    - iii. **There is a parent square but not a student square so they often don't get the information to share with the students.**
11. Events Coordinator Update:
- a. **Staff vs students Game - February 15th after school**
    - i. **Basketball or possibly dodgeball**
    - ii. **Food items will be sold possibly using the hot dog vendor from the carnival**
  - b. **Dances coming up**
    - i. **March - Under the sea - Girls VIP**
    - ii. **May - Aquaman - Boys VIP**
12. Parliamentarian/Principal Update:
- a. Mid-Term Progress Reports - **K - 8-grade checks sent out to families**
  - b. Talent Show 2019 -
    - i. **Coming up next week Wednesday and Thursday**
  - c. **After school vendors Windtree**
    - i. **Spanish; Robotics/STEM; 3D printing**
    - ii. **Spring - coding**
13. Any Unfinished Business:
- a. From December meeting - Reflect calendar dates up to now



San Jose Charter Academy  
PTO Minutes  
January 14, 2019 - 6:00p - 7:00p  
Location: SJCA Elementary Cafeteria

- b. First Financial Credit Union - Has account been closed?
  - i. **Esperanza was going to go to bank. Vanessa will be sending her the letter and minutes.**
  
- 14. Any new business to be brought before the board:
  - a. **Bulletin Board for JA - Would it be possible to have a bulletin board on the JA side to help with showcasing events. These type of boards are very expensive. One suggestion is to place flyers on each of the windows on the JA side to publicize events coming up to get the kids excited.**
  
- 15. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, February 4, 2019.

Meeting adjourned at: **6:58 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary